
that are processed, including apparently eligible Applications that are later determined to be ineligible, will not be returned.

- (d) Applications shall be typed or printed and original signed copies submitted to the Commerce Finance Center by mail addressed to:

Commerce Finance Center
N.C. Department of Commerce
4301 Mail Service Center
Raleigh, North Carolina 27699-4301

or by hand delivery addressed to:

Commerce Finance Center
N.C. Department of Commerce
Education Building
301 North Wilmington Street
Raleigh, North Carolina

Applicants shall also provide an electronic copy of the Application as a Microsoft Word or Excel email attachment.

6.4 Timing of Submission

Applications for Grants in a particular calendar year may be submitted at any time prior to December 1 of that calendar year, and must be complete in all respects, with no further information required by the Committee, in order to provide sufficient time for processing and completion of all steps required for a Grant to be considered for public award. Applications submitted after December 1, which seek one of the Grants available in that calendar year, will be returned unless the Committee votes to consider the Application.

6.5 Maintaining Confidentiality of Qualifying Application Materials

All documents of the Committee, including Applications for Grants, are public records governed by Chapter 132 of the General Statutes and any applicable provisions of the General Statutes protecting confidential information.

When specific information in an Application or other document is regarded by the delivering party and by law as confidential, the party seeking confidential treatment should specifically and clearly designate it as such in writing on that portion of the document in which the information appears, at the time of disclosure of such information to the Committee or the Department of Commerce. G.S. §143B-437.54(e). An Applicant (or Grantee or Related Member Party, or other delivering party, as applicable) should provide an explanation for why particular information is regarded as confidential. Applications should not be